



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
**COLLECTION SERVICES BOARD**  
500 JAMES ROBERTSON PARKWAY  
NASHVILLE, TENNESSEE 37243-1155  
615-741-1741 Fax 615-253-1179  
[www.tn.gov/commerce/boards/collect](http://www.tn.gov/commerce/boards/collect)

### APPLICATION FOR LOCATION MANAGER RE-EXAMINATION

(Complete this form if you failed to pass or failed to sit for your examination).

FEE: \$50.00 \_\_\_\_\_ (Print this form and forward with \$50.00 to the address above).

RE-TAKE EXAM DATE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City State Zip Code

PLACE OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City State Zip Code

SOCIAL SECURITY NUMBER: \_\_\_\_\_

APPLICANTS TELEPHONE NUMBER: Home ( ) \_\_\_\_\_ Office ( ) \_\_\_\_\_

INDICATE THE PREVIOUS DATE(S) THAT YOU SAT FOR THE EXAMINATION(S):

DATE(S) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Candidates for the Location Manager wishing to retake the exam after failing or after failing to sit for the exam, must apply to the Board Office thirty (30) days prior to retaking the exam. Upon receipt of this application and fee the Collection Service Board will notify Prometric of your request for re-examination. If you have taken and failed the exam three times you will be required to wait one year.

After you are notified by the Collection Service Board that you have been approved for re-examination, you must contact Prometric to re-schedule the exam date and time. When registering with Prometric, you will be required to pay a \$50.00 non-refundable re-examination fee.

\_\_\_\_\_  
Applicants Signature